

TOWN OF WINDHAM, NH
Request for Proposals
Point of Entry (POE) Water Filtration Systems

The Town of Windham is inviting proposals from qualified individuals or companies, acting singularly or in consortium, for the **installation of Point of Entry (POE) Water Filtration Systems** into several homes and commercial buildings located in the area of the Windham Town Center.

Specifications may be obtained at the Administrative Offices, 4 North Lowell Road, Windham, NH, or online at WindhamNH.gov. Proposals are due **no later than April 28, 2021 at 2:00 p.m.**, and will be awarded by the Board of Selectmen at their next regularly scheduled meeting. Vendors are requested to have a representative present at said Board of Selectmen's meeting, if possible.

The Town reserves the right to reject any and all proposals, to award proposals in whole or in part, waive technicalities or formalities, and to accept any proposal deemed to be in the best interest of the Town.

PROPOSAL SPECIFICATIONS
POE WATER FILTRATION SYSTEMS

SECTION I: GENERAL REQUIREMENTS:

- A) Proposals for the POE Water Filtration Systems must be submitted to the Town Administrator, Town of Windham, NH, 4 North Lowell Road, Windham, NH 03087, and NO LATER THAN 2:00 p.m. on April 28, 2021. Proposals are to be submitted in a sealed envelope, clearly marked ***POE Water Filtration Systems***. A vendor may enclose any explanatory materials, brochures, or other documents, which it may feel of use in the presentation of its proposal.

Proposals will be publicly opened and read at this time by the Town Administrator or designee, and will be publicly awarded at the next regularly scheduled Board of Selectmen meeting.

The Town will not be responsible for late mail deliveries and no proposal will be accepted if received after the time stipulated above. Faxed or emailed proposals will not be accepted. Any unopened proposals will be returned to the vendor. All inquiries or correspondence regarding the proposal documents shall be directed to:

Town of Windham
David Sullivan, Town Administrator
4 North Lowell Road
Windham, NH 03087
603-432-7732

The Town's Tax Exempt number is #026003494.

- B) All proposals shall be valid for at least one hundred and twenty (120) days from the due date. No proposal may be withdrawn prior to one hundred and twenty (120) days from the due date. The Town may request additional information after the proposal opening.
- C) The Town is seeking a single turnkey proposal. However, the Town will accept separate contracts for individual phases under these specifications, if one company agrees to oversee and accept the responsibility to implement the whole system and provide corrections for any defective areas within the scope of work that are not completed to a reasonably agreed upon condition.
- D) Vendors may submit multiple proposals. Each proposal will be evaluated separately.
- E) The Town of Windham reserves the right to reject any and all proposals, either in whole or in part; to waive any defects, formalities and/or irregularities in proposal responses; to accept substitutions or exceptions to these requirements; to negotiate with the successful vendor; to consider information provided with proposals not expressly sought by this request for proposals; and to otherwise act as shall be determined by the Board of Selectmen to be in the best interest of the Town.

SECTION II: EVALUATION PROCESS:

The evaluation process will include each proposal being reviewed by the Town Administrator, the Town's Engineering Consultant and other town staff, whose final recommendation(s) will be submitted to the full Board of Selectmen for their approval.

Vendors' proposals will be evaluated against specifications as presented in this document. No award will be made to any vendor who can not satisfy the Board of Selectmen that they have sufficient ability and experience in this class of work and sufficient capital and plan to enable them to prosecute and complete delivery of the services successfully within the time frame defined herein. The Town's evaluation of bids shall be conducted in accordance with Section IX of the Town of Windham's Purchasing Policy and shall give such price and non-price considerations as are set forth in the Town's Purchasing Policy, including, but not limited to: financial resources to perform the contract; ability to comply with delivery and performance schedules; performance record; record of integrity and business ethics; possession of the necessary organization, experience, technical skills, and staff to perform the contract; possession of necessary equipment and materials to perform the contract; satisfactory references; and such other considerations as is deemed relevant to the Board of Selectmen, in its sole discretion. The Town will provide added weight in favor of Windham businesses. The Board's decision or judgment on these matters shall be final, conclusive, and binding.

SECTION III: TIME TABLE:

The following schedule shall be adhered to under these specifications:

Bid Solicitation -	April 8, 2021 – April 28, 2021
Due Date for Bids -	April 28, 2021 at 2:00 PM
Bid Opening -	April 28, 2021 at 2:00 PM
Bid Award -	Anticipated May 3, 2021 BOS Meeting
Completion Date of Contract -	July 31, 2021

SECTION IV: SCOPE OF WORK:

1. Description of Receptors Site - Currently, the Town is looking to install POE systems into approximately four (4) commercial facilities and thirteen (13) single family residential homes. All these properties have some level of one or more of the following chemicals that exceed the current NHDES Water Quality Standards: PFOS, PFOA, PFNA, or PFHxS.

The Town issues this request for proposals in order to continue its efforts to provide optimal assistance to its residents, business, and taxpayers potentially impacted by PFOS, PFOA, PFNA, and/or PFHxS, and, in providing such POE systems, is not assuming any liability or responsibility for the presence of any PFOS, PFOA, PFNA, or PFHxS in any groundwater or drinking water.

2. Scope of Proposal - The vendor shall provide a lump sum cost proposal which identifies the cost of providing, installing, and maintaining a POE system into a single property as well as a total lump sum cost for seventeen (17) properties which would reflect any bulk cost savings available. The vendor shall configure the systems based on Figure 1 attached to these specifications as Attachment A which is inclusive of the following items / tasks:
 - a. Item #1 Drinking Water Pre-characterization and Site Inspection (includes field and laboratory testing)
 - b. Item #2 Installation of a Point of Entry Treatment System
 - c. Item #3 One Operation and Maintenance Visit (done within 1st calendar year)

The Town also requests that the vendor provide Unit Pricing for two types of alternative POE systems as well as unit prices for maintenance and testing costs as detailed on the Bid Form.

SECTION V: INSURANCE:

- A. *Worker's Compensation Insurance* - The vendor shall purchase and maintain such insurance as necessary to protect them from claims under worker's compensation acts, and for any claims for damages for personal injury, including death, which may arise from operations under this contract and in case any such work is sublet, the vendor shall require the subcontractor similarly to provide like insurance for all of the latter's employees to be engaged in such work.
- B. *Public Liability and Property Damage Insurance* - The vendor shall purchase and maintain such public liability and property damage insurance as shall protect them and any subcontractor performing work covered by this bid from claims for damage for personal injury, including accidental death, as well as from claims for property damage, real or personal, to property owned or in the custody of private individuals, firms, or corporations, or associations and to property owned by, or in the custody of the State, which may arise from operations under this bid by themselves or any subcontractor or by anyone directly or indirectly employed by the vendor.
- C. *Certificates* - The vendor shall include preliminary certificates with the bid submission, showing that the above insurance has been purchased. The adequacy of protection shall be subject to the approval of the Board of Selectmen. If selected, the Town reserves the right to require the Town to be named as an additional insured under said policies.

SECTION VI: REFERENCES:

This proposal shall be submitted with a list of references attached for review by the Town. Bidders should submit no less than two references but are encouraged to submit more.

SECTION VII : NON COLLUSION CLAUSE :

"The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this request for bid."

FIRM: _____ SIGNATURE _____

ADDRESS: _____ NAME (PRINT): _____

_____ TITLE: _____

TELEPHONE: _____ DATE: _____

BID FORM

The undersigned certifies that a representative from the Contractor has, reviewed the attached schematic, and any other information supplied by the Consultant, and has become acquainted with the work to be performed for this project. In submitting this Bid Form, Contractor acknowledges that Contractor has reviewed the Request for Proposal and has had a full opportunity to seek further information from the Town related to the project, the bid submittal process, and the bid evaluation process. Contractor acknowledges that the submission of this Bid Form shall not establish a contract, nor shall it establish an obligation on the Town to accept Contractor's bid. The Town reserves all rights to accept or reject this Bid for any reason, or no reason at all.

Date

Company:

By:

Signature

Name/Title:

Description

Amount

Item #1 – Drinking Water Pre-characterization and Site Inspection (includes field and laboratory testing)

**Lump
Sum**

Item #1 Includes, but is not limited to, the following:

Labor and materials associated with pre-characterization (raw drinking water) sampling. Includes all laboratory analytical and field sampling costs. Task also includes all travel expenses and coordination efforts to access the property.

Item #2 - Installation of a Point-of-Entry Treatment System.

**Lump
Sum**

Item #2 includes, but is not limited to, the following:

All reasonable costs associated with the installation of the point-of-entry treatment system. System shall be installed in general accordance with the attached schematic (Option 1). This item includes one effluent sample for Per- and Polyfluoroalkyl substances (PFAS). This sample should be collected following installation of the system. (Standard Installation)

Item #3 – One Operation and Maintenance Visit (Within 1st Calendar Year – Per Visit).

**Lump
Sum**

Item #3 includes, but is not limited to, the following:

All reasonable costs associated with the operation and maintenance of the newly installed Point-of-Entry treatment system (See Unit Rate Items for additional services).

**Total /
System**

LS

**Total 17
Systems**

LS

**Unit Rate Items (in excess of quantities referenced above,
as applicable).**

Installation of a Point-of-Entry Treatment System (Option 2 – Figure 2).	Lump Sum	_____
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Includes, but is not limited to, the following:

All reasonable costs associated with the installation of the point-of-entry treatment system. System shall be installed in general accordance with the attached schematic (Option 2 – Figure 2). This includes one effluent sample for Per- and Polyfluoroalkyl substances (PFAS). This sample should be collected following installation of the system. (Standard Installation)

Installation of a Point-of-Entry Treatment System (Option 3 – Figure 3).	Lump Sum	_____
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Includes, but is not limited to, the following:

All reasonable costs associated with the installation of the point-of-entry treatment system. System shall be installed in general accordance with the attached schematic (Option 3- Figure 3). This includes one effluent sample for Per- and Polyfluoroalkyl substances (PFAS). This sample should be collected following installation of the system. (Standard Installation)

Installation of an Ultraviolet Sterilizer System (Labor and Materials)	Per System	_____
Loaded Hourly Rate (Labor and Expenses) Portal to Portal	Per Hour	_____
Removal and Replacement of Carbon Canister (Option 2 and 3) (Assume replacement during O&M visit)	Single Canister	_____
	Double Canister	_____
Granular Activated Carbon Vessel Re-bed (Assume work is completed during O&M visit – includes removal and disposal)	Single Canister	_____
	Double Canister	_____
Removal and Replacement of Sediment Filter (Assume replacement during O&M visit)	Per Filter	_____
Laboratory Analysis Per-and Polyfluoroalkyl substances (PFAS) (Assume sampling during O&M visit)	Per Sample	_____
Laboratory Analysis – Total Organic Carbon (TOC) (Assume sampling during O&M visit)	Per Sample	_____